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ABSTRACT

Reference books appropriate for school media collections are presented with critical annotations. Review and evaluation is performed by staff in light of departmental criteria established by the North Carolina State Department of Public Instruction. Books are listed by author, and each entry includes title, publisher, date of publication, cost, and grade level. (Author/BK)

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ADVISORY LIST OF INSTRUCTIONAL MEDIA

REFERENCE BOOKS

State Department of Public Instruction
Division of Educational Media
Raleigh, North Carolina
1979-80

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Materials Review & Evaluation Services
Division of Educational Media
State Department of Public Instruction

Raleigh, North Carolina
1979-1980 School Year

ADVISORY LIST OF INSTRUCTIONAL MEDIA

REFERENCE BOOKS

This bibliography includes sets of reference books appropriate for school media collections. The review and evaluation of reference books is done in the light of criteria established by Department staff. Those sets of books or single volumes found to be noteworthy are called to the attention of school personnel on the ADVISORY LISTS. Inclusion on the lists is not to be construed as being tantamount to approval since the final responsibility for the selection of reference sets rests with the local education agency.

Because the review of media is a continuing activity, it is highly unlikely that all reference materials appropriate for school media collections will appear on any one ADVISORY LIST.

Prices shown are those quoted by publishers and producers. Prices quoted may or may not include postage and are subject to change.

All items included on this bibliography are displayed in the Materials Review and Evaluation Center in Raleigh.

PLEASE DO NOT ORDER ITEMS ON THIS LIST FROM THE MATERIALS REVIEW AND EVALUATION CENTER OR FROM THE DIVISION OF TEXTBOOKS. Sources of the items are listed on the DIRECTORY OF PUBLISHERS AND PRODUCERS PARTICIPATING IN THE MEDIA REVIEW PROGRAM, a separate publication accompanying the complete set of ADVISORY LISTS OF INSTRUCTIONAL MEDIA. An abbreviated or code name for the publisher/producer appearing in the bibliographic entry on this list appears in the DIRECTORY, where the complete address follows the code name.

Schools may use this list to aid in selection of materials but are in no way restricted to purchasing items on this list.

GENERAL REFERENCE SETS

NEW STANDARD ENCYCLOPEDIA. 14 v. Standard Educational Corp., 1979. (Available from Oddo.) $151. Grades 8-12

Brief, lucid articles with good diagrams, charts, illustrations; photographs (generally black-and-white) sometimes hazy or dated; basic general information on a wide range of subjects is accurate, but cursory; essential facts frequently highlighted in separate inserts; bibliographies immediately follow articles; cross-referenced, no index; text appropriate for middle grades; format, size of books, print suitable for high school collection where needed (Charlotte/ Mecklenburg)

SETS RELATING TO SPECIFIC SUBJECT AREAS

Cultural Arts

Cabeen, Richard McP. STANDARD HANDBOOL OF STAMP COLLECTING. New rev. ed. Crowell, 1979. 630 p. $13.95. Grades 5-12

Informative introduction to stamp collecting discusses ways philatelists collect postage stamps, postmarks, first-day covers, stationery; includes

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STANDARD HANDBOOK OF STAMP COLLECTING. (Cont'd.)

postal history, technical information, classification, identification; helpful in beginning, maintaining, expanding a collection; few illustrations are black-and-white photographs (Wilkes County)

THE ENCYCLOPEDIA OF COLLECTIBLES. Time-Life, 1978. (Available from Silver Burdett.) each 160 p. each $8.97. Grades 7-12

Titles: ADVERTISING GIVEAWAYS TO BASKETS; BEADS TO BOXES; BUTTONS TO CHESS SETS; CHILDREN'S BOOKS TO COMICS

Lavishly illustrated, well-researched articles arranged alphabetically in 160-page volumes; collectibles covered include autographs, banks, combs, comics, multitude of other items; useful in social studies, business, home economics, art courses; perfect for browsing; bibliographies list institutions with addresses to contact for further information (Charlotte/Mecklenburg)

THE ILLUSTRATED ENCYCLOPEDIA OF CRAFTS. 24 v. Cavendish, 1978. $149.50. Grades 8-12

British produced set has clear, detailed instructions for almost every craft imaginable; reader must use index because lessons are arranged by level of difficulty instead of by specific craft; instructions include ample, colorful illustrations, excellent diagrams, list of needed materials; British and international suppliers listed; useful in art, home economics courses (Charlotte/Mecklenburg)

PHAIDON ENCYCLOPEDIA OF ART AND ARTISTS. Phaidon/Dutton, 1978. 704 p. $35. Grades 7-12

Single-volume adaptation of standard five volume *Praeger/Pall Mall Encyclopedia of Art*, 1971 (based on original French ed. *DICTIONNAIRE UNIVERSEL DE L'ART ET DES ARTISTS*, 1967); authoritative, highly condensed yet comprehensive, abundantly illustrated; covers biographies, periods, styles, schools, movements, surveys of art of various civilizations; includes painting, sculpture, architecture; quality photographs of art works: black-and-white with the article, color prints arranged in groups throughout; almost every page has at least one illustration; easy-to-read, non-glare print, manageable size; cross reference, but no index or bibliography; some illustrations in *Phaidon* not in *Praeger*; highly recommended purchase for any library which does not have the original *Praeger* (Charlotte/Mecklenburg)

Pischel, Gina. A WORLD HISTORY OF ART: PAINTING, SCULPTURE, ARCHITECTURE, DECORATIVE ARTS. 2nd rev. ed. New Viewpoints, 1978. 756 p. $18.50. Grades 10-12

Traces, with text and outstanding full-color illustrations, evolution of art from prehistoric times to great civilizations and cultures, through the Renaissance to and including the 1970's; includes Mesopotamian, Egyptian, Aegean, Greek, Roman, Christian, Byzantine, Islamic, Indian, Chinese, Japanese, European/Western, especially 15th and 16th century Italian art; individual artists discussed within broader context of period or style; excellent in-depth articles accompanied by outstanding photographs of original art works; includes excellent bibliography arranged by subject; index; easy-to-read print; good quality, non-glare paper; lies flat for easy study; separate *MANUAL OF DATES FOR ILLUSTRATIONS* is easy to lose; advanced vocabulary; visually, intellectually satisfying research and study tool (Charlotte/Mecklenburg)

Languages

Carroll, David. THE DICTIONARY OF FOREIGN TERMS IN THE ENGLISH LANGUAGE. Hawthorn. 212 p. $10.95. $4.95 paper. Grades 8-12

Readable text gives language origin, definition, and occasionally an example of usage of about 7000 commonly used foreign words, terms, and phrases; includes terms from medicine, philosophy, psychology, law, science, history, politics, religion, and culinary arts; also includes proverbs, aphorisms, oaths, exclamations, and others; words assimilated into the English language listed in roman type (e.g., *Zwieback, post mortem)*; represents 30 different languages--many Latin terms but also Hindu, Sanskrit, Arabic, as well as numerous French, Spanish, and German terms; separate section lists and defines "Abbreviations of Foreign Terms Commonly Used in the English Language" which cites cross references; useful in looking up foreign phrases occasionally found in general reading and not translated; a weakness is that pronunciation is not given; however, every high school media center should have one book of this type (Mecklenburg County)

Chapman, Robert L., rev. ROGET'S INTERNATIONAL THESAURUS. 4th ed. rev. Crowell, 1977. 1317 p. $10.50 plain. $11.95 thumb-indexed. Grades 9-12

Revision of 1962 edition with new words and phrases, including slang, technical terms, idiomatic expressions; arranged according to topics (as opposed to alphabetical listing of words), new categories have been added; recommended to replace third edition in secondary school

Evans, Gareth, and Barbara Lloyd Evans. THE SHAKESPEARE COMPANION. Scribners, 1978. 368 p. $14.95. Grades 9-12

Compilation of everything-you-want-to-know about the Bard, his plays, and their promulgation; divided into 4 sections, text discusses Shakespeare and his times, performance of his plays through the ages, his literary works, and a description of Shakespeare properties; especially useful are the summaries of all his plays and the commentaries on his longer poems; alphabetical listing of dramatis personae, first line of sonnets, glossary of unfamiliar words from his plays; interesting observations about legends/myths and recurring questions concerning Shakespeare's life; reliable reference source, but lack of index a definite limitation (Columbus County)

Hudson, Kenneth. THE DICTIONARY OF DISEASED ENGLISH: A DICTIONARY OF LINGUISTIC FOG AND FRAUD. Harper, 1977. 267 p. $12.95. Grades 11-12

Listing of words currently afflicted with misuse, collected by a British writer from periodicals, brochures, books printed in major English-speaking countries; well-documented entries, sprinkled with subtle humor, make entertaining reading; philosophic introduction and list of sources included; British spelling and punctuation used; useful reference for linguistics study; Example: "candidates must be money motivated...The old-fashioned word was 'greedy'" (Columbus County)

Pei, Mario, and Salvatore Ramondino, with Laura Torbet. DICTIONARY OF FOREIGN TERMS. Dell. 366 p. $2.25 paper. Grades 9-12

Convenient and practical dictionary gives origin, pronunciation, definition of frequently used foreign words and terms; often gives etymology and other interesting information; simple, thereby usable, pronunciation guide greatly increases the book's value; includes not only terms from familiar languages but from lesser known ones, as well as a number of words which have been absorbed into the English language, such as *creole, crepe, guru, Gestapo, genre, scherzo, schmalz*, and others; useful reference tool for high school media centers and for individuals (Mecklenburg County)

Schiller, Andrew, and William A. Jenkins. IN OTHER WORDS: A BEGINNING THESAURUS. Rev. ed. Lothrop, 1977. 240 p. $7.63. Grades 2-4

Valuable collection of over 100 words used by children; each entry features word in boldface type, definition, italicized synonyms defined, colorful appropriate picture describing word, antonyms; introduction offers sample entry, directions for use of text, practice exercises; separate illustrated section on sets, groups of things with something in common--e.g., aircraft, kinds of boats, bodies of water, land shapes; accessible format; racially and sexually balanced; excellent for motivation and reinforcement of reading and vocabulary skills

THE SUPER DICTIONARY. Holt, 1978. 416 p. $9.95. Grades 2-5

Beginning dictionary of over 4000 words illustrated with super heroes; personalities from comic books, as well as new characters, provide ethnic and gender representation; many color illustrations, including dialogue in comic book format; large, sturdy hardback book with pages containing simply the appropriate letter--no guide words; each entry used in a sentence followed by sentence which defines the word: "Superman is the first person in the line. He is at the front of the line"; large, easy-to-read print; appealing to young readers

Mathematics

Shapiro, Max S., ed. MATHEMATICS ENCYCLOPEDIA. Doubleday, 1977. 289 p. $5.95 paper. Grades 7-12

Thorough reference book that should be a welcomed addition to mathematics collections or classrooms; treats topics from *abacus* to *zero slope*, including any term that is obviously or remotely related to mathematics; concise explanations and clear illustrations employed; appendices devoted to 23 special reference tables; especially helpful for answering individual questions, such as "What does *area* mean?" (Shelby City)

Science

THE NEW BOOK OF POPULAR SCIENCE. 6 v. Grolier, 1979. $160. Grades 7-12
Titles: ASTRONOMY AND SPACE SCIENCE, COMPUTERS AND MATHEMATICS; EARTH SCIENCES, ENERGY, ENVIRONMENTAL SCIENCES; PHYSICAL SCIENCES, GENERAL BIOLOGY; PLANT LIFE, ANIMAL LIFE; MAMMALS, HUMAN SCIENCES; TECHNOLOGY, INDEX

Each volume devoted to selected broad areas of study with specific topics arranged alphabetically therein; clearly written text provides general, rather than detailed information; numerous photographs and other illustrations; index, but no glossary or pronunciation guide; valuable appendix lists Nobel Prize winners, metric conversions, geometric formulas

THE RAINTREE ILLUSTRATED SCIENCE ENCYCLOPEDIA. 20 v. Raintree, 1979. $149.95. Grades 4-8

Written in simple, easy-to-understand style with vocabulary appropriate for middle grades students; heavily illustrated with photographs, drawings, diagrams, graphs; topics covered are appropriate for intended audience in content, depth of coverage; phonetic pronunciation for each key word; difficult or new terms explained within text; extensive bibliography arranged by subject, index, cross references

Social Studies

Carruth, Gorton, and Associates, eds. THE ENCYCLOPEDIA OF AMERICAN FACTS AND DATES. 7th ed.; with a supplement of the 70's. Crowell, 1979. 1015 p. $14.95. Grades 7-12

Chronological arrangement giving day, month, and year of important, interesting events in America from 1599 through December 26, 1979; arranged in four columns: (1) politics and government, war, disasters, vital statistics, (2) books, painting, drama, architecture, sculpture, (3) science, industry, economics, education, religion, philosophy, (4) sports, fashions, popular entertainment, folklore, society; this edition has supplement for 1970's at end; one index for supplement and one for earlier years through 1969; especially useful with history classes and for time lines; new edition of valuable standard reference work (Charlotte/Mecklenburg)

INFORMATION PLEASE ALMANAC, ATLAS AND YEARBOOK 1980. 34th ed. S&S, 1979. 1007 p. teacher's manual 18 p. $3.95 paper. Grades 6-12

Collection of up-to-date statistics, historical data, general information compactly arranged in paragraphs, charts, tables; includes business, sports, political, geographical references; some signed articles; detailed table of contents, index; teacher's manual suggests units for correlating Almanac with social studies, language arts assignments

LANDS AND PEOPLES. 6 v. Lexicon Publications, 1978. (Available from Grolier.) $150. Grades 7-12

Titles: AFRICA; ASIA, AUSTRALIA, NEW ZEALAND, OCEANIA; EUROPE; EUROPE; NORTH AMERICA; CENTRAL AND SOUTH AMERICA, FACTS AND FIGURES, INDEX

Beautiful color photographs enliven almost every page of this set which focuses on people's lifestyles, customs; generally objective articles are easily understood, informative overviews of specific geographic areas; multiplicity of authors (professors, writers, national figures) results in some variation in style; 30 pages of readily accessible facts and figures include geographic terms, climatic extremes, U.N. details; list of contributors, reviewers notes their particular qualifications; practically arranged with alphabetical tables of contents and single index

McWhirter, Norris, et al., ed. and comp. GUINNESS BOOK OF WORLD RECORDS, 1980 EDITION. Sterling, 1979. 704 p. $9.95. Grades 4-12

Updated version of world record superlatives; new addition includes largest poster, smallest TV set, longest taxi ride, richest nation which has per capita income of $70,000 annually; this "most stolen book" from libraries contains numerous black-and-white and few color photographs, explicitly detailed index; popular shelf selection (Goldsboro City)

Muser, Curt, comp. FACTS AND ARTIFACTS OF ANCIENT MIDDLE AMERICA: A GLOSSARY OF TERMS AND WORDS USED IN THE ARCHAEOLOGY AND ART HISTORY OF PRE-COLUMBIAN MEXICO AND CENTRAL AMERICA. Dutton, 1978. 212 p. $16.95. $9.95 paper. Grades 10-12

Exhaustive, single-volume reference book covers ancient Central American cultures; consists of alphabetical listing of terms with definitions, maps, chronology tables, bibliography; intended for students of Mesoamerican history; lacks phonetic pronunciation guide for some truly staggering words like "xiuhuitzolli" or "Hueymiccailhuitl"; recommended only for a special need, not a general reference work (Wake County)

THE NORTH CAROLINA INFORMATION AND FACT BOOK: THE TAR HEEL ALMANAC. Cannon, 1978. 111 p. $3.25 paper. Grades 4-12

A handy reference tool for school libraries and social studies collections on North Carolina; among many and sundry statistics included are geographic and natural features, national and state parks, information on each of the 100 counties, election and legislative facts, historic sites, addresses for organizations in towns and cities; excellent, compact paperback issued annually

THE SEAFARERS. Time-Life, 1978. (Available from Silver Burdett.) each 200 p. each $8.97. Grades 9-12

Titles: FIGHTING SAIL; THE PIRATES; THE EXPLORERS; THE GREAT LINERS; THE MEN OF WAR

Volumes maintain expected Time-Life standards of quality production and accurate information presented in attractive format; masterful writing accompanied by innumerable reproductions of fine artwork; thorough index, bibliography (Charlotte/Mecklenburg)

TWENTIETH CENTURY. Rev. ed. 20 v. Purnell, 1979. $299.50. Grades 9-12

Chronological recapitulation focuses primarily on historical, political elements with some mention of technology, the arts; extends from close of 19th century to 1978 mass suicide of Jonestown, Guyana; smoothly flowing text is unbiased, accurate; excellent illustrations include some of the goriest of the century; Volume 20 provides biographical data of contributors, extensive bibliography; index is major limitation of set as reference tool--lack of subject headings may necessitate numerous searches of several volumes to locate specific information; engrossing for browers (Charlotte/Mecklenburg)

WORLD WAR II: AN ILLUSTRATED HISTORY. 16 v. Purnell, 1977. $149.50. Grades 9-12

Comprehensive, chronologically arranged, British-produced history of World War II; contributors are German, Japanese, of other nationalities as well as British to provide broad perspective; articles accompanied by photographs and brief biographical sketches of authors; helpful chronologies frequently inserted; detailed, but very readable, non-technical text; abundantly illustrated with both color and black-and-white photographs, posters, cartoons; excellent maps, clear and large enough for study; easy-to-understand charts; British spelling of some words; detailed index; bibliography arranged by volume; supplementary bibliography arranged by topic; useful as reference tool, general reading for secondary students; compares favorably to well-known American works, far superior to some; format not as appealing as some American books, due largely to size and quality of print, but material is excellent (Charlotte/Mecklenburg)

Vocational Education

SUPERCOOK: THE COMPLETE ENCYCLOPEDIA OF COOKING. 22 v. Cavendish, 1978. $149.50. Grades 10-12

British produced, alphabetically arranged cooking encyclopedia; over 4,000 recipes with luscious illustrations plus meal planning, nutritional and serving information; general, thematic, nationality indexes; extra paperback copy of index included; recipes include English translations or explanations when necessary; color-coded symbols indicate degree of difficulty, expensiveness, preparation time, and usually some brief, interesting information; clear instructions; useful in home economics, as enrichment in social studies and foreign languages; second purchase only (Charlotte/Mecklenburg)